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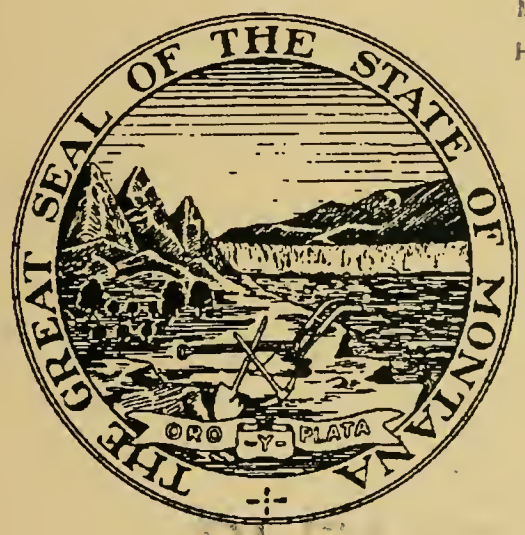

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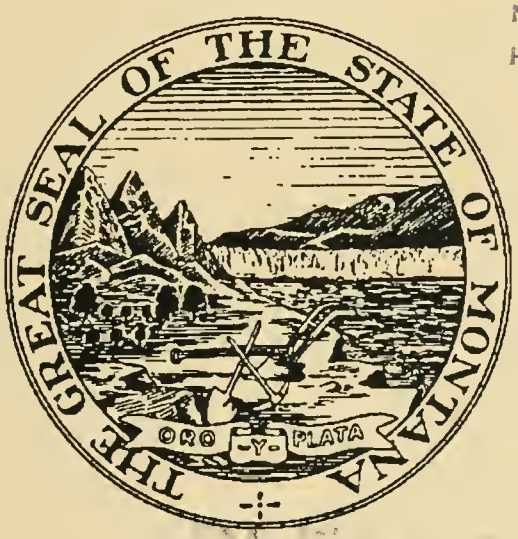

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INTRODUCTION

The Department of Administration, pursuant to 2-18-102, MCA, is charged in part with:

> encouraging and exercising leadership in the development of effective personnel administration within the several agencies in the State and making available the facilities of the department to this end, and
>
> fostering and developing programs for recruitment and selection of capable persons for permanent, seasonal, temporary, and other types of positions and for the improvement of employee effectiveness.

The Department Administration, pursuant to 2-18-201 and 2-18-301, MCA, is also charged in part with:

> developing a personnel classification plan for state positions and classes of positions in state service, and
>
> administering the pay program established by the legislature with the purpose and intent of the program being to provide the market-based compensation necessary to attract and retain competent and qualified employees in order to perform the services the state is required to provide to its citizens.

As administrator of these programs, the Department of Administration receives numerous requests from a variety of sources for information concerning our workforce. The Employee Profile has been produced to provide a common reference for answering the most frequently asked questions about state employees. The profile also serves to report to the Governor on the status of the Equal Employment Opportunity (EEO) program, required by Executive Order 24-81.

Chapter I contains general statistical information about state employees, such as number of employees by agency, full-time versus part-time employees, number of employees by county, employee leave information, and EEO status (race, sex, disability and age) by agency.

Chapter II contains information on the Equal Employment Opportunity and Classification and Pay Programs and includes information on employee pay by pay plan and EEO category.

For further information on these topics, contact the State Personnel Division at 444-3871.

CHAPTER I

PROFILE OF STATE EMPLOYEES

This chapter contains general statistical information about state employees, such as number of employees by agency, number of employees by county, full-time versus part-time employees, employee leave information, and race, sex, disability status and average age of employees by agency.

The average state employee earns $12.20 per hour or an annual salary of $25,374.78. The average age of a female employee is 41 years and the average age of a male employee is 42 years. The employee has been with the State for over eight years and in the current position for more than 3 years. The average length of service in the current position is affected by the 1995 State Government reorganization. Employees who transferred to a new agency were given a new start date in their position of July 1, 1995.

The employee has an average vacation leave balance of 148.66 hours and an average sick leave balance of 307.17 hours. In 1995, the employee had taken 124.22 hours of vacation leave and 67.07 hours of sick leave.

If the employee is non-exempt for overtime purposes, he or she probably has a balance of non-exempt compensatory time averaging 33 hours. If the employee is exempt, he or she has a balance averaging 79 hours.

OVERVIEW OF STATE EMPLOYEES

Total number employees: 11,114
permanent = 10,876
temporary = 238

male employees: 5,772
female employees: 5,342

Average Age: 42 for men - 42 for women - 41

Minority Employees: 381
American Indian = 232
Other Minorities = 149

Disabled Employees: 321

Total Vacation Leave Accrued: 1,652,249.53 hours
Average balance per employee = 148.66 hours
Average taken per employee = 124.22 hours

Total Sick Leave Accrued: 3,413,940.28 hours
Average balance per employee = 307.17 hours
Average taken per employee = 67.07 hours

Total Non-Exempt Compensatory Time Accrued: 102,417.40 hours
Average balance per employee = 32.82 hours (3,017 employees with a balance)
Average taken per employee = 61.68 hours

Total Exempt Compensatory Time Accrued: 115,048.10 hours
Average balance per employee = 77.99 hours (1,556 employees with a balance)
Average taken per employee = 126.39 hours

Average Length of Service in State Government: 8.71 years
Average in current position = 3.31 years (This average is affected by the 1995 State Government reorganization. Employees who transferred to a new agency were given a new start date in their position of July 1, 1995.)

Average Salary:
Hourly = $12.20
Annual = $25,374.78

Average salary for women:
Hourly = 11.02
Annual = $22,916.64

Average salary for men:
Hourly = $13.42
Annual= $27,920.56

TABLE 1

STATE OF MONTANA
NUMBER OF EMPLOYEES BY AGENCY
January 11, 1996

Agency	Number of Employees		
	Total*	Permanent**	Temporary***
ADMINISTRATION	372	362	10
AGRICULTURE	95	93	2
BOARD OF PUBLIC EDUCATION	4	4	0
COMMERCE	308	307	1
COMMISSIONER OF HIGHER EDUCATION	81	77	4
COMMISSIONER OF POLITICAL PRACTICES	6	6	0
CORRECTIONS	242	239	3
MONTANA STATE PRISON	475	474	1
SWAN RIVER CORRECTIONAL CENTER	23	23	0
MONTANA YOUTH ALTERNATIVES	34	34	0
PINE HILLS SCHOOL	114	114	0
BOARD OF PARDONS	5	5	0
COUNCIL ON VOCATIONAL EDUCATION	3	3	0
ENVIRONMENTAL QUALITY	350	347	3
FISH WILDLIFE & PARKS	588	482	106
GOVERNOR'S OFFICE	45	45	0
JUSTICE	662	654	8
LABOR & INDUSTRY	650	625	25
LEGISLATIVE	120	120	0
LIVESTOCK	135	135	0
MILITARY AFFAIRS	93	92	1
MONTANA ARTS COUNCIL	10	10	0
MONTANA HISTORICAL SOCIETY	66	62	4
NATURAL RESOURCES & CONSERVATION	454	453	1
OFFICE OF PUBLIC INSTRUCTION	148	147	1
PUBLIC HEALTH & HUMAN SERVICES	1,612	1,609	3
MONTANA DEVELOPMENTAL CENTER	352	352	0
MT. MENTAL HEALTH NURSING CARE	144	144	0
EASTMONT TRAINING CENTER	123	123	0
MONTANA VETERANS HOME	112	112	0
MONTANA STATE HOSPITAL	526	526	0
PUBLIC SERVICE COMMISSION	35	35	0
REVENUE	623	620	3
SCHOOL FOR THE DEAF & BLIND	115	115	0
SECRETARY OF STATE	42	42	0
STATE AUDITOR	60	60	0
STATE FUND	241	241	0
STATE LIBRARY	46	40	6
SUPREME COURT	69	69	0
TRANSPORTATION	1,931	1,875	56
STATE TOTALS:	11,114	10,876	238

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislators.

** Includes Full-Time and Part-Time Positions.

***Includes Temporary, Seasonal, and Intermittent Positions.

TABLE 2

STATE OF MONTANA
NUMBER OF EMPLOYEES AND FULL-TIME EQUIVALENTS BY AGENCY
January 11, 1996

Agency	Number of Employees*	FTE Employee	FTE Budgeted Positions
ADMINISTRATION	372	344.20	581.50
AGRICULTURE	95	85.54	110.50
BOARD OF PUBLIC EDUCATION	4	4.00	4.00
COMMERCE	308	304.60	460.70
COMMISSIONER OF HIGHER EDUCATION	81	70.64	80.34
COMMISSIONER OF POLITICAL PRACTICES	6	6.00	7.25
CORRECTIONS	242	232.50	1,357.00
MONTANA STATE PRISON	475	467.00	498.10
SWAN RIVER CORRECTIONAL CENTER	23	22.50	26.83
MONTANA YOUTH ALTERNATIVES	34	32.50	143.90
PINE HILLS SCHOOL	114	111.20	119.80
BOARD OF PARDONS	5	5.00	5.00
COUNCIL ON VOCATIONAL EDUCATION	3	2.50	2.50
ENVIRONMENTAL QUALITY	350	342.60	581.00
FISH WILDLIFE & PARKS	588	405.90	608.70
GOVERNOR'S OFFICE	45	42.25	49.75
JUSTICE	662	656.30	702.20
LABOR & INDUSTRY	650	639.40	709.00
LEGISLATIVE	120	118.60	83.97
LIVESTOCK	135	125.30	126.70
MILITARY AFFAIRS	93	90.75	98.43
MONTANA ARTS COUNCIL	10	8.05	11.00
MONTANA HISTORICAL SOCIETY	66	54.96	56.84
NATURAL RESOURCES & CONSERVATION	454	394.70	536.50
OFFICE OF PUBLIC INSTRUCTION	148	117.90	152.90
PUBLIC HEALTH & HUMAN SERVICES	1,612	1,542.00	1,630.00
MONTANA DEVELOPMENTAL CENTER	352	341.50	351.90
MT. MENTAL HEALTH NURSING CARE	144	116.80	117.20
EASTMONT TRAINING CENTER	123	110.40	107.40
MONTANA VETERANS HOME	112	86.10	603.20
MONTANA STATE HOSPITAL	526	517.50	538.70
PUBLIC SERVICE COMMISSION	35	33.60	35.50
REVENUE	623	620.50	741.40
SCHOOL FOR THE DEAF & BLIND	115	100.50	81.68
SECRETARY OF STATE	42	39.90	79.01
STATE AUDITOR	60	55.60	61.00
STATE FUND	241	237.60	250.20
STATE LIBRARY	46	38.00	37.58
SUPREME COURT	69	55.95	56.50
TRANSPORTATION	1,931	1,926.00	1,817.00
STATE TOTALS:	11,114	10,506.84	13,622.68

*Includes data from all state employees except University Systems employees, Vo-Tech employees, State Elected Officials, and Legislators.

TABLE 3
STATE OF MONTANA
NUMBER OF EMPLOYEES BY COUNTY
January 10, 1996

County	Number of Employees*	Permanent**	Temporary***
BEAVERHEAD	58	54	4
BIG HORN	46	46	0
BLAINE	21	21	0
BROADWATER	14	14	0
CARBON	21	21	0
CARTER	4	4	0
CASCADE	556	543	13
CHOUTEAU	27	27	0
CUSTER	268	263	5
DANIELS	8	8	0
DAWSON	224	221	3
DEER LODGE	562	560	2
FALLON	15	14	1
FERGUS	251	246	5
FLATHEAD	500	460	40
GALLATIN	336	322	14
GARFIELD	11	11	0
GLACIER	45	45	0
GOLDEN VALLEY	4	4	0
GRANITE	13	13	0
HILL	99	94	5
JEFFERSON	388	388	0
JUDITH BASIN	11	11	0
LAKE	101	97	4
LEWIS & CLARK	4,727	4,651	76
LIBERTY	4	4	0
LINCOLN	77	69	8
MADISON	16	16	0
MCCONE	15	14	1
MEAGHER	13	12	1
MINERAL	40	40	0
MISSOULA	570	559	11
MUSSELSHELL	16	16	0
PARK	45	42	3
PETROLEUM	1	1	0
PHILLIPS	19	18	1
PONDERA	28	28	0
POWDER RIVER	21	21	0
POWELL	597	596	1
PRAIRIE	8	8	0
RAVALLI	63	63	0
RICHLAND	38	38	0
ROOSEVELT	70	63	7
ROSEBUD	35	35	0
SANDERS	36	36	0
SHERIDAN	18	17	1
SILVER BOW	265	261	4
STILLWATER	16	16	0
SWEET GRASS	17	17	0
TETON	22	21	1
TOOLE	51	51	0
TREASURE	7	7	0
VALLEY	85	82	3
WHEATLAND	11	11	0
WIBAUX	5	5	0
YELLOWSTONE	593	569	24
COUNTY NOT INPUT	2	2	0
STATE TOTALS:	11,114	10,876	238

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislators.
** Includes Full-Time and Part-Time Positions.
***Includes Temporary, Seasonal, and Intermittent Positions.

TABLE 4

STATE OF MONTANA
MALE AND FEMALE EMPLOYEES BY AGENCY
January 11, 1996

Agency	Employees*			Permanent**		Temporary***	
	Total	Male	Female	Male	Female	Male	Female
ADMINISTRATION	372	185	187	181	181	4	6
AGRICULTURE	95	45	50	45	48	0	2
BOARD OF PUBLIC EDUCATION	4	2	2	2	2	0	0
COMMERCE	308	164	144	164	143	0	1
COMMISSIONER OF HIGHER EDUCATION	81	19	62	18	59	1	3
COMMISSIONER OF POLITICAL PRACTICES	6	1	5	1	5	0	0
CORRECTIONS	242	134	108	132	107	2	1
MONTANA STATE PRISON	475	386	89	385	89	1	0
SWAN RIVER CORRECTIONAL CENTER	23	19	4	19	4	0	0
MONTANA YOUTH ALTERNATIVES	34	12	22	12	22	0	0
PINE HILLS SCHOOL	114	83	31	83	31	0	0
BOARD OF PARDONS	5	3	2	3	2	0	0
COUNCIL ON VOCATIONAL EDUCATION	3	1	2	1	2	0	0
ENVIRONMENTAL QUALITY	350	201	149	200	147	1	2
FISH WILDLIFE & PARKS	588	449	139	368	114	81	25
GOVERNOR'S OFFICE	45	13	32	13	32	0	0
JUSTICE	662	358	304	357	297	1	7
LABOR & INDUSTRY	650	257	393	251	374	6	19
LEGISLATIVE	120	53	67	53	67	0	0
LIVESTOCK	135	83	52	83	52	0	0
MILITARY AFFAIRS	93	73	20	72	20	1	0
MONTANA ARTS COUNCIL	10	1	9	1	9	0	0
MONTANA HISTORICAL SOCIETY	66	23	43	22	40	1	3
NATURAL RESOURCES & CONSERVATION	454	311	143	310	143	1	0
OFFICE OF PUBLIC INSTRUCTION	148	44	104	44	103	0	1
PUBLIC HEALTH & HUMAN SERVICES	1,612	333	1,279	333	1,276	0	3
MONTANA DEVELOPMENTAL CENTER	352	181	171	181	171	0	0
MT. MENTAL HEALTH NURSING CARE	144	38	106	38	106	0	0
EASTMONT TRAINING CENTER	123	21	102	21	102	0	0
MONTANA VETERANS HOME	112	12	100	12	100	0	0
MONTANA STATE HOSPITAL	526	223	303	223	303	0	0
PUBLIC SERVICE COMMISSION	35	15	20	15	20	0	0
REVENUE	623	229	394	227	393	2	1
SCHOOL FOR THE DEAF & BLIND	115	23	92	23	92	0	0
SECRETARY OF STATE	42	12	30	12	30	0	0
STATE AUDITOR	60	23	37	23	37	0	0
STATE FUND	241	86	155	86	155	0	0
STATE LIBRARY	46	17	29	14	26	3	3
SUPREME COURT	69	22	47	22	47	0	0
TRANSPORTATION	1,931	1,617	314	1,582	293	35	21
STATE TOTALS:	11,114	5,772	5,342	5,632	5,244	140	98

*Includes data from all state employees except University Systems employees, Vo-Tech employees, State Elected Officials, and Legislators.

** Includes Full-time and Part-Time Positions.

***Includes Temporary, Seasonal, and Intermittent Positions.

TABLE 5

STATE OF MONTANA
MINORITY EMPLOYEES BY AGENCY
January 11, 1996

Agency	Employees*			Permanent**		Temporary***	
	Total	American Indian	Other Minorities	American Indian	Other Minorities	American Indian	Other Minorities
ADMINISTRATION	372	2	3	2	3	0	0
AGRICULTURE	95	2	0	2	0	0	0
BOARD OF PUBLIC EDUCATION	4	0	0	0	0	0	0
COMMERCE	308	2	1	2	1	0	0
COMMISSIONER OF HIGHER EDUCATION	81	12	0	12	0	0	0
COMMISSIONER OF POLITICAL	6	0	0	0	0	0	0
CORRECTIONS	242	1	8	1	8	0	0
MONTANA STATE PRISON	475	7	12	7	12	0	0
SWAN RIVER CORRECTIONAL CENTER	23	1	0	1	0	0	0
MONTANA YOUTH ALTERNATIVES	34	0	1	0	1	0	0
PINE HILLS SCHOOL	114	1	0	1	0	0	0
BOARD OF PARDONS	5	0	0	0	0	0	0
COUNCIL ON VOCATIONAL EDUCATION	3	0	0	0	0	0	0
ENVIRONMENTAL QUALITY	350	1	6	1	6	0	0
FISH WILDLIFE & PARKS	588	2	5	1	4	1	1
GOVERNOR'S OFFICE	45	3	0	3	0	0	0
JUSTICE	662	8	10	8	10	0	0
LABOR & INDUSTRY	650	15	10	15	10	0	0
LEGISLATIVE	120	0	1	0	1	0	0
LIVESTOCK	135	1	1	1	1	0	0
MILITARY AFFAIRS	93	0	0	0	0	0	0
MONTANA ARTS COUNCIL	10	0	0	0	0	0	0
MONTANA HISTORICAL SOCIETY	66	0	0	0	0	0	0
NATURAL RESOURCES & CONSERVATION	454	9	7	9	7	0	0
OFFICE OF PUBLIC INSTRUCTION	148	3	3	3	3	0	0
PUBLIC HEALTH & HUMAN SERVICES	1,612	37	23	36	23	1	0
MONTANA DEVELOPMENTAL CENTER	352	6	13	6	13	0	0
MT. MENTAL HEALTH NURSING CARE	144	5	0	5	0	0	0
EASTMONT TRAINING CENTER	123	1	0	1	0	0	0
MONTANA VETERANS HOME	112	2	3	2	3	0	0
MONTANA STATE HOSPITAL	526	19	9	19	9	0	0
PUBLIC SERVICE COMMISSION	35	0	0	0	0	0	0
REVENUE	623	10	3	10	3	0	0
SCHOOL FOR THE DEAF & BLIND	115	0	4	0	4	0	0
SECRETARY OF STATE	42	0	0	0	0	0	0
STATE AUDITOR	60	2	0	2	0	0	0
STATE FUND	241	4	5	4	5	0	0
STATE LIBRARY	46	0	3	0	3	0	0
SUPREME COURT	69	0	0	0	0	0	0
TRANSPORTATION	1,931	76	18	71	16	5	2
STATE TOTALS:	11,114	232	149	225	146	7	3

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislato

** Includes Full-Time and Part-Time Positions.

***Includes Temporary, Seasonal, and Intermittent Positions.

TABLE 6

STATE OF MONTANA
DISABLED EMPLOYEES BY AGENCY
January 11, 1996

Agency	Number of Employees*	Employees with Disabilities		
		Total	Permanent**	Temporary***
ADMINISTRATION	372	11	11	0
AGRICULTURE	95	2	2	0
BOARD OF PUBLIC EDUCATION	4	0	0	0
COMMERCE	308	15	15	0
COMMISSIONER OF HIGHER EDUCATION	81	0	0	0
COMMISSIONER OF POLITICAL PRACTICES	6	1	1	0
CORRECTIONS	242	6	6	0
MONTANA STATE PRISON	475	16	15	1
SWAN RIVER CORRECTIONAL CENTER	23	1	1	0
MONTANA YOUTH ALTERNATIVES	34	0	0	0
PINE HILLS SCHOOL	114	1	1	0
BOARD OF PARDONS	5	0	0	0
COUNCIL ON VOCATIONAL EDUCATION	3	0	0	0
ENVIRONMENTAL QUALITY	350	8	8	0
FISH WILDLIFE & PARKS	588	9	7	2
GOVERNOR'S OFFICE	45	0	0	0
JUSTICE	662	14	14	0
LABOR & INDUSTRY	650	35	35	0
LEGISLATIVE	120	0	0	0
LIVESTOCK	135	0	0	0
MILITARY AFFAIRS	93	8	8	0
MONTANA ARTS COUNCIL	10	0	0	0
MONTANA HISTORICAL SOCIETY	66	0	0	0
NATURAL RESOURCES & CONSERVATION	454	13	13	0
OFFICE OF PUBLIC INSTRUCTION	148	5	5	0
PUBLIC HEALTH & HUMAN SERVICES	1,612	54	54	0
MONTANA DEVELOPMENTAL CENTER	352	9	9	0
MT. MENTAL HEALTH NURSING CARE	144	4	4	0
EASTMONT TRAINING CENTER	123	0	0	0
MONTANA VETERANS HOME	112	2	2	0
MONTANA STATE HOSPITAL	526	17	17	0
PUBLIC SERVICE COMMISSION	35	0	0	0
REVENUE	623	15	15	0
SCHOOL FOR THE DEAF & BLIND	115	12	12	0
SECRETARY OF STATE	42	0	0	0
STATE AUDITOR	60	0	0	0
STATE FUND	241	9	9	0
STATE LIBRARY	46	1	1	0
SUPREME COURT	69	0	0	0
TRANSPORTATION	1,931	53	49	4
STATE TOTALS:	11,114	321	314	7

*Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislators.

** Includes Full-Time and Part-Time Positions.

***Includes Temporary, Seasonal, and Intermittent Positions.

TABLE 7

STATE OF MONTANA
AVERAGE AGE OF MALE/FEMALE
EMPLOYEES BY AGENCY
January 11, 1996

Agency	Employees* Average Age	Permanent** Average Age	Temporary*** Average Age	Male Average Age	Female Average Age
ADMINISTRATION	42	42	44	42	42
AGRICULTURE	43	43	44	46	41
BOARD OF PUBLIC EDUCATION	42	42	0	45	38
COMMERCE	43	43	61	44	41
COMMISSIONER OF HIGHER EDUCATION	39	39	32	41	38
COMMISSIONER OF POLITICAL PRACTICES	41	41	0	61	38
CORRECTIONS	42	42	35	43	39
MONTANA STATE PRISON	41	41	34	41	42
SWAN RIVER CORRECTIONAL CENTER	42	42	0	40	48
MONTANA YOUTH ALTERNATIVES	38	38	0	43	34
PINE HILLS SCHOOL	43	43	0	43	43
BOARD OF PARDONS	38	38	0	43	30
COUNCIL ON VOCATIONAL EDUCATION	46	46	0	62	38
ENVIRONMENTAL QUALITY	41	41	34	42	41
FISH WILDLIFE & PARKS	41	42	37	41	42
GOVERNOR'S OFFICE	44	44	0	46	43
JUSTICE	41	41	43	40	42
LABOR & INDUSTRY	44	44	39	47	42
LEGISLATIVE	40	40	0	42	38
LIVESTOCK	43	43	0	43	42
MILITARY AFFAIRS	43	43	26	43	43
MONTANA ARTS COUNCIL	42	42	0	51	41
MONTANA HISTORICAL SOCIETY	43	44	34	45	43
NATURAL RESOURCES & CONSERVATION	42	42	48	42	41
OFFICE OF PUBLIC INSTRUCTION	46	46	18	48	45
PUBLIC HEALTH & HUMAN SERVICES	43	43	42	45	42
MONTANA DEVELOPMENTAL CENTER	41	41	0	41	40
MT. MENTAL HEALTH NURSING CARE	42	42	0	42	42
EASTMONT TRAINING CENTER	39	39	0	37	40
MONTANA VETERANS HOME	44	44	0	47	43
MONTANA STATE HOSPITAL	44	44	0	45	44
PUBLIC SERVICE COMMISSION	43	43	0	45	41
REVENUE	43	43	40	43	42
SCHOOL FOR THE DEAF & BLIND	40	40	0	44	39
SECRETARY OF STATE	38	38	0	43	37
STATE AUDITOR	40	40	0	43	38
STATE FUND	39	39	0	40	39
STATE LIBRARY	42	42	40	41	43
SUPREME COURT	40	40	0	39	40
TRANSPORTATION	42	42	37	42	40
STATE TOTALS	42	42	38	42	41

* Includes data from all state employees except University System employees, Vo-Tech Employees, State Elected Officials, and Legislators.
** Includes Full-Time and Part-Time Positions.
***Includes Temporary, Seasonal, and Intermittent Positions.

TABLE 8

STATE OF MONTANA
VACATION LEAVE FOR EMPLOYEES BY AGENCY
January 11, 1996

Agency	Number of Employees*	Vacation Leave Accumulated		Vacation Leave Taken**	
		Total Accumulated	Average Per Employee	Total Taken	Average Per Employee
ADMINISTRATION	372	54,632.19	146.86	48,812.90	131.22
AGRICULTURE	95	19,362.50	203.82	9,148.00	96.29
BOARD OF PUBLIC EDUCATION	4	656.36	164.09	380.30	95.08
COMMERCE	308	51,426.03	166.97	37,546.80	121.91
COMMISSIONER OF HIGHER EDUCATION	81	9,316.93	115.02	7,559.20	93.32
COMMISSIONER OF POLITICAL PRACTICES	6	837.17	139.53	380.00	63.33
CORRECTIONS	242	43,424.03	179.44	25,935.30	107.17
MONTANA STATE PRISON	475	51,561.75	108.55	54,954.40	115.69
SWAN RIVER CORRECTIONAL CENTER	23	3,532.68	153.59	2,046.70	88.99
MONTANA YOUTH ALTERNATIVES	34	2,861.47	84.16	1,874.00	55.12
PINE HILLS SCHOOL	114	16,033.55	140.65	12,950.80	113.60
BOARD OF PARDONS	5	1,144.18	228.84	1,002.00	200.40
COUNCIL ON VOCATIONAL EDUCATION	3	352.51	117.50	418.00	139.33
ENVIRONMENTAL QUALITY	350	47,082.02	134.52	44,845.00	128.13
FISH WILDLIFE & PARKS	588	137,989.84	234.68	70,955.60	120.67
GOVERNOR'S OFFICE	45	9,343.22	207.63	4,684.20	104.09
JUSTICE	662	119,974.81	181.23	82,302.00	124.32
LABOR & INDUSTRY	650	97,576.06	150.12	91,275.50	140.42
LEGISLATIVE	120	17,478.00	145.65	12,117.90	100.98
LIVESTOCK	135	24,083.56	178.40	15,394.20	114.03
MILITARY AFFAIRS	93	15,041.92	161.74	11,181.80	120.23
MONTANA ARTS COUNCIL	10	1,988.71	198.87	1,137.00	113.70
MONTANA HISTORICAL SOCIETY	66	6,703.51	101.57	7,039.60	106.66
NATURAL RESOURCES & CONSERVATION	454	70,787.53	155.92	58,903.00	129.74
OFFICE OF PUBLIC INSTRUCTION	148	24,795.94	167.54	20,850.20	140.88
PUBLIC HEALTH & HUMAN SERVICES	1,612	228,189.64	141.56	202,274.60	125.48
MONTANA DEVELOPMENTAL CENTER	352	27,600.21	78.41	48,152.70	136.80
MT. MENTAL HEALTH NURSING CARE	144	14,161.56	98.34	13,054.00	90.65
EASTMONT TRAINING CENTER	123	10,270.92	83.50	13,137.00	106.80
MONTANA VETERANS HOME	112	9,111.51	81.35	10,833.70	96.73
MONTANA STATE HOSPITAL	526	66,083.60	125.63	78,557.80	149.35
PUBLIC SERVICE COMMISSION	35	6,522.69	186.36	5,897.00	168.49
REVENUE	623	85,860.70	137.82	80,049.50	128.49
SCHOOL FOR THE DEAF & BLIND	115	4,130.09	35.91	6,095.70	53.01
SECRETARY OF STATE	42	5,993.85	142.71	3,679.10	87.60
STATE AUDITOR	60	7,313.55	121.89	5,542.40	92.37
STATE FUND	241	29,049.18	120.54	23,264.50	96.53
STATE LIBRARY	46	3,866.15	84.05	6,615.50	143.82
SUPREME COURT	69	4,770.16	69.13	6,706.70	97.20
TRANSPORTATION	1,931	321,339.25	166.41	253,051.80	131.05
STATE TOTALS:	11,114	1,652,249.53	148.66	1,380,606.40	124.22

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials and Legislators.

**Leave taken from 1/1/95 to 12/31/95.

TABLE 9

STATE OF MONTANA
SICK LEAVE FOR EMPLOYEES BY AGENCY
January 11, 1996

Agency	Number of Employees	Sick Leave Accumulated		Sick Leave Taken**	
		Total Accumulated	Average Per Employee	Total Taken	Average Per Employee
ADMINISTRATION	372	107,039.67	287.74	23,037.00	61.93
AGRICULTURE	95	38,623.27	406.56	4,528.50	47.67
BOARD OF PUBLIC EDUCATION	4	696.50	174.13	320.80	80.20
COMMERCE	308	91,928.89	298.47	19,010.50	61.72
COMMISSIONER OF HIGHER EDUCATION	81	14,071.31	173.72	4,740.70	58.53
COMMISSIONER OF POLITICAL PRACTICES	6	582.98	97.16	457.50	76.25
CORRECTIONS	242	78,854.78	325.85	12,909.60	53.35
MONTANA STATE PRISON	475	101,042.72	212.72	29,541.80	62.19
SWAN RIVER CORRECTIONAL CENTER	23	7,402.18	321.83	556.40	24.19
MONTANA YOUTH ALTERNATIVES	34	4,055.17	119.27	1,540.30	45.30
PINE HILLS SCHOOL	114	32,933.70	288.89	8,056.30	70.67
BOARD OF PARDONS	5	4,696.37	939.27	182.00	36.40
COUNCIL ON VOCATIONAL EDUCATION	3	1,428.47	476.16	81.00	27.00
ENVIRONMENTAL QUALITY	350	98,932.06	282.66	24,921.00	71.20
FISH WILDLIFE & PARKS	588	402,973.18	685.33	19,477.00	33.12
GOVERNOR'S OFFICE	45	18,912.76	420.28	2,214.80	49.22
JUSTICE	662	257,722.20	389.31	37,829.60	57.14
LABOR & INDUSTRY	650	220,841.65	339.76	47,951.50	73.77
LEGISLATIVE	120	36,984.51	308.20	7,545.20	62.88
LIVESTOCK	135	69,201.31	512.60	6,362.50	47.13
MILITARY AFFAIRS	93	35,481.35	381.52	5,999.00	64.51
MONTANA ARTS COUNCIL	10	2,815.93	281.59	435.80	43.58
MONTANA HISTORICAL SOCIETY	66	13,607.24	206.17	4,206.00	63.73
NATURAL RESOURCES & CONSERVATION	454	185,285.03	408.12	27,644.90	60.89
OFFICE OF PUBLIC INSTRUCTION	148	48,130.30	325.20	9,952.00	67.24
PUBLIC HEALTH & HUMAN SERVICES	1,612	405,760.31	251.71	118,859.50	73.73
MONTANA DEVELOPMENTAL CENTER	352	43,546.37	123.71	31,533.90	89.58
MT. MENTAL HEALTH NURSING CARE	144	22,155.66	153.86	8,953.00	62.17
EASTMONT TRAINING CENTER	123	19,270.52	156.67	8,555.50	69.56
MONTANA VETERANS HOME	112	14,122.36	126.09	7,604.50	67.90
MONTANA STATE HOSPITAL	526	103,366.37	196.51	50,207.70	95.45
PUBLIC SERVICE COMMISSION	35	14,135.64	403.88	2,690.00	76.86
REVENUE	623	143,587.22	230.48	48,457.30	77.78
SCHOOL FOR THE DEAF & BLIND	115	38,709.39	336.60	4,791.60	41.67
SECRETARY OF STATE	42	7,047.28	167.79	2,794.50	66.54
STATE AUDITOR	60	11,393.89	189.90	3,549.00	59.15
STATE FUND	241	40,984.48	170.06	15,094.00	62.63
STATE LIBRARY	46	6,526.54	141.88	3,972.50	86.36
SUPREME COURT	69	6,581.91	95.39	4,185.00	60.65
TRANSPORTATION	1,931	662,508.81	343.09	134,688.50	69.75
STATE TOTALS:	11,114	3,413,940.28	307.17	745,438.20	67.07

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislators.

**Leave taken from 01/01/95 to 12/31/95.

TABLE 10

STATE OF MONTANA
COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES
BY AGENCY
January 11, 1996

Agency	Number of Employees* who are Non-Exempt	Number of Employees* with Comp. Time	Compensatory Time Accumulated Total	Compensatory Time Accumulated Average	Compensatory Time Taken Total Taken	Compensatory Time Taken Average Per Employee
ADMINISTRATION	265	122	2,869.20	23.52	5,553.10	45.52
AGRICULTURE	83	57	842.50	14.78	3,835.80	67.29
BOARD OF PUBLIC EDUCATION	3	3	175.90	58.63	121.70	40.57
COMMERCE	251	136	3,859.90	28.38	13,382.60	98.40
COMMISSIONER OF HIGHER EDUCATION	60	31	435.20	14.04	1,366.70	44.09
COMMISSIONER OF POLITICAL PRACTICES	4	2	269.60	134.80	739.80	369.90
CORRECTIONS	216	80	1,760.90	22.01	6,458.10	80.73
MONTANA STATE PRISON	426	17	339.20	19.95	1,952.10	114.83
SWAN RIVER CORRECTIONAL CENTER	19	1	5.30	5.30	0.00	0.00
MONTANA YOUTH ALTERNATIVES	32	5	202.60	40.52	203.50	40.70
PINE HILLS SCHOOL	110	37	1,095.80	29.62	3,481.70	94 10
BOARD OF PARDONS	4	0	0.00	0.00	0.00	0.00
COUNCIL ON VOCATIONAL EDUCATION	1	0	0.00	0.00	0.00	0.00
ENVIRONMENTAL QUALITY	218	139	2,118.30	15.24	11,202.80	80.60
FISH WILDLIFE & PARKS	351	228	14,966.60	65.64	24,061.60	105.53
GOVERNOR'S OFFICE	16	9	345.50	38.39	655.80	72.87
JUSTICE	574	240	9,171.70	38.22	17,553.70	73.14
LABOR & INDUSTRY	604	114	1,260.40	11.06	4,370.90	38.34
LEGISLATIVE	5	0	0.00	0.00	0.00	0.00
LIVESTOCK	95	36	1,880.00	52.22	2,002.00	55.61
MILITARY AFFAIRS	85	39	2,056.30	52.73	3,531.10	90.54
MONTANA ARTS COUNCIL	3	2	21.20	10.60	18.30	9.15
MONTANA HISTORICAL SOCIETY	53	28	464.20	16.58	982.90	35.10
NATURAL RESOURCES & CONSERVATION	196	6	102.60	17.10	369.50	61.58
OFFICE OF PUBLIC INSTRUCTION	77	39	1,346.40	34.52	2,758.50	70.73
PUBLIC HEALTH & HUMAN SERVICES	1,515	729	20,945.50	28.73	38,662.30	53.03
MONTANA DEVELOPMENTAL CENTER	1	1	113.00	113.00	351.80	351.80
MT. MENTAL HEALTH NURSING CARE	120	7	144.40	20.63	362.10	51.73
EASTMONT TRAINING CENTER	17	14	41.70	2.98	354.00	25.29
MONTANA VETERANS HOME	95	1	4.60	4.60	170.90	170.90
MONTANA STATE HOSPITAL	444	4	23.50	5.88	128.90	32.23
PUBLIC SERVICE COMMISSION	15	10	219.20	21.92	126.30	12.63
REVENUE	589	216	3,171.10	14.68	6,851.60	31.72
SCHOOL FOR THE DEAF & BLIND	73	11	39.80	3.62	110.80	10.07
SECRETARY OF STATE	32	18	232.40	12.91	674.50	37.47
STATE AUDITOR	35	3	19.00	6.33	271.50	90.50
STATE FUND	201	64	700.60	10.95	6,569.70	102.65
STATE LIBRARY	40	25	154.00	6.16	1,258.50	50.34
SUPREME COURT	34	9	284.50	31.61	1,553.30	172.59
TRANSPORTATION	1,833	638	30,734.80	48.17	30,439.80	47.71
STATE TOTALS:	8,795	3,121	102,417.40	32.82	192,488.20	61.68

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials and Legislators.

**Leave taken from 01/01/95 to 12/31/95.

TABLE 11

STATE OF MONTANA
COMPENSATORY TIME FOR EXEMPT EMPLOYEES
BY AGENCY
January 11, 1996

Agency	Number of Employees* who are Exempt	Number of Employees* with Comp. Time	Compensatory Time Accumulated Total	Compensatory Time Accumulated Average	Compensatory Time Taken Total Taken	Compensatory Time Taken Average Per Employee
ADMINISTRATION	107	73	3,500.70	47.95	6,361.00	87.14
AGRICULTURE	12	12	1,756.80	146.40	1,959.50	163.29
BOARD OF PUBLIC EDUCATION	1	1	126.00	126.00	115.00	115.00
COMMERCE	57	44	2,885.60	65.58	8,396.00	190.82
COMMISSIONER OF HIGHER EDUCATION	21	17	1,992.80	117.22	1,985.50	116.79
COMMISSIONER OF POLITICAL PRACTICES	2	1	111.70	111.70	140.40	140.40
CORRECTIONS	26	23	3,156.00	137.22	2,034.50	88.46
MONTANA STATE PRISON	49	37	2,955.90	79.89	4,005.50	108.26
SWAN RIVER CORRECTIONAL CENTER	4	3	202.20	67.40	438.60	146.20
MONTANA YOUTH ALTERNATIVES	2	2	63.00	31.50	0.00	0.00
PINE HILLS SCHOOL	4	4	279.50	69.88	120.00	30.00
BOARD OF PARDONS	1	1	19.50	19.50	95.00	95.00
COUNCIL ON VOCATIONAL EDUCATION	2	0	0.00	0.00	323.00	0.00
ENVIRONMENTAL QUALITY	132	106	3,830.00	36.13	11,619.20	109.62
FISH WILDLIFE & PARKS	237	224	30,775.70	137.39	37,376.00	166.86
GOVERNOR'S OFFICE	29	21	4,731.80	225.32	5,648.30	268.97
JUSTICE	88	75	6,228.00	83.04	8,477.60	113.03
LABOR & INDUSTRY	46	32	959.30	29.98	3,066.00	95.81
LEGISLATIVE	115	79	9,590.50	121.40	16,435.60	208.05
LIVESTOCK	40	37	4,206.60	113.69	5,216.70	140.99
MILITARY AFFAIRS	8	7	1,054.50	150.64	634.50	90.64
MONTANA ARTS COUNCIL	7	6	387.60	64.60	1,732.60	288.77
MONTANA HISTORICAL SOCIETY	13	9	403.00	44.78	728.50	80.94
NATURAL RESOURCES & CONSERVATION	258	165	7,077.70	42.90	19,244.00	116.63
OFFICE OF PUBLIC INSTRUCTION	71	57	5,582.90	97.95	10,974.00	192.53
PUBLIC HEALTH & HUMAN SERVICES	97	83	3,642.90	43.89	7,371.30	88.81
MONTANA DEVELOPMENTAL CENTER	351	20	678.20	33.91	794.30	39.72
MT. MENTAL HEALTH NURSING CARE	24	18	495.00	27.50	805.00	44.72
EASTMONT TRAINING CENTER	106	9	256.50	28.50	682.50	75.83
MONTANA VETERANS HOME	17	15	485.10	32.34	460.50	30.70
MONTANA STATE HOSPITAL	82	59	2,024.80	34.32	5,116.00	86.71
PUBLIC SERVICE COMMISSION	20	16	473.60	29.60	821.90	51.37
REVENUE	34	30	2,689.50	89.65	2,759.50	91.98
SCHOOL FOR THE DEAF & BLIND	42	17	127.10	7.48	33.50	1.97
SECRETARY OF STATE	10	9	820.30	91.14	1,120.50	124.50
STATE AUDITOR	25	17	1,270.30	74.72	1,949.00	114.65
STATE FUND	40	28	3,001.00	107.18	3,790.50	135.38
STATE LIBRARY	6	6	631.70	105.28	481.50	80.25
SUPREME COURT	35	6	97.50	16.25	1,569.80	261.63
TRANSPORTATION	98	85	6,477.30	76.20	8,895.00	104.65
STATE TOTALS:	2,319	1,454	115,048.10	79.13	183,777.80	126.39

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislators.

**Leave taken from 01/01/95 to 12/31/95.

TABLE 12

STATE OF MONTANA
LENGTH OF SERVICE FOR EMPLOYEES BY AGENCY
January 11, 1996

Agency	Number of Employees*	Average Length of Service in State Government	Average Length of Service in Current Position**
ADMINISTRATION	372	8.65	3.90
AGRICULTURE	95	8.46	5.18
BOARD OF PUBLIC EDUCATION	4	3.00	2.00
COMMERCE	308	7.46	3.85
COMMISSIONER OF HIGHER EDUCATION	81	4.88	2.90
COMMISSIONER OF POLITICAL PRACTICES	6	2.83	2.17
CORRECTIONS	242	7.12	2.87
MONTANA STATE PRISON	475	7.18	2.08
SWAN RIVER CORRECTIONAL CENTER	23	6.43	1.57
MONTANA YOUTH ALTERNATIVES	34	4.53	0.00
PINE HILLS SCHOOL	114	7.96	0.00
BOARD OF PARDONS	5	13.60	3.80
COUNCIL ON VOCATIONAL EDUCATION	3	7.67	7.67
ENVIRONMENTAL QUALITY	350	7.77	2.91
FISH WILDLIFE & PARKS	588	10.34	5.16
GOVERNOR'S OFFICE	45	8.71	4.60
JUSTICE	662	8.73	4.53
LABOR & INDUSTRY	650	9.63	4.54
LEGISLATIVE	120	8.85	2.64
LIVESTOCK	135	8.88	4.77
MILITARY AFFAIRS	93	8.43	4.38
MONTANA ARTS COUNCIL	10	7.20	6.90
MONTANA HISTORICAL SOCIETY	66	6.55	4.11
NATURAL RESOURCES & CONSERVATION	454	9.94	3.11
OFFICE OF PUBLIC INSTRUCTION	148	10.34	5.43
PUBLIC HEALTH & HUMAN SERVICES	1,612	8.34	2.88
MONTANA DEVELOPMENTAL CENTER	352	7.93	0.01
MT. MENTAL HEALTH NURSING CARE	144	5.76	0.00
EASTMONT TRAINING CENTER	123	5.75	0.00
MONTANA VETERANS HOME	112	5.59	0.00
MONTANA STATE HOSPITAL	526	11.67	0.00
PUBLIC SERVICE COMMISSION	35	12.80	7.26
REVENUE	623	9.25	5.29
SCHOOL FOR THE DEAF & BLIND	115	8.17	5.50
SECRETARY OF STATE	42	5.10	2.62
STATE AUDITOR	60	4.98	2.62
STATE FUND	241	5.41	1.81
STATE LIBRARY	46	7.26	4.46
SUPREME COURT	69	5.81	3.04
TRANSPORTATION	1,931	9.64	3.90
STATE TOTALS:	11,114	8.71	3.31

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislators.

**"Average Length of Service in Current Position" is affected by the reorganization. Positions were given a new start date of July 1, 1995.

CHAPTER II

EQUAL EMPLOYMENT OPPORTUNITY AND CLASSIFICATION AND PAY PROGRAMS

In 1981, the State of Montana affirmed its commitment to fair employment practices with Executive Order 24-81. The Executive Order commits the executive branch of government to an Equal Employment Opportunity (EEO) Program. The program objective is to "eliminate discrimination in personnel salaries and procedures, job structuring and classification, hiring, firing, promoting and training." The Department of Administration is required to implement and maintain the program.

As part of the EEO Program, the Department of Administration established a statewide Affirmative Action (AA) Program. The goal is to equalize employment opportunities for those groups of people historically denied equal access—women, minorities and people with disabilities. An EEO Officer in each agency develops the agency's program and works with managers to identify and correct discriminatory practices. Table A compares EEO statistics for January 11, 1996 to the last **Employer Profile** of November 1, 1994.

TABLE A

STATE OF MONTANA
BY EEO CATEGORY AND HISTORICALLY UNDERREPRESENTED GROUPS
PERMANENT EMPLOYEES ONLY
COMPARING NOVEMBER 1, 1994 TO January 11, 1996

EEO Category	Total Number		Female		Minorities		Disabled	
	94	96	94	96	94	96	94	96
ADMINISTRATORS & OFFICIALS	881	898	238	230	19	18	32	29
PROFESSIONALS	3,838	3,977	1,767	1,869	98	115	134	139
TECHNICIANS	2,463	2,319	1,494	1,527	75	82	56	60
PROTECTIVE SERVICES	654	706	76	80	21	29	10	14
PARA PROFESSIONAL	805	782	491	487	40	34	20	19
CLERICAL	1,094	995	946	880	35	27	31	25
SKILLED CRAFT	726	799	26	24	49	52	17	19
SERVICE & MAINTENANCE	423	400	147	147	16	14	10	9
STATE TOTALS:	**10,884**	**10,876**	**5,185**	**5,244**	**353**	**371**	**310**	**314**

As part of the Classification and Pay Program, the State operates the following pay plans: Statewide Classified, Liquor Store, Blue Collar, Teachers, Physicians, and Exempt (exempt from classification and pay plan). The number of employees by agency and pay plan is found in Table B on the next page. Pay information by pay plan is found in Tables 17, 18 and 19.

Pay ranges for grades in the Statewide Classified Plan where most employees are located,

are based on pay surveys of employers within Montana and of contiguous state governments. Pay ranges for the Physician's Pay Plan are also established through analysis of the labor market. Employee pay within these pay ranges are affected by agency application of discretionary pay policies, by longevity pay increments, and by negotiated pay raises approved by the legislature.

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TABLE B
STATE OF MONTANA
NUMBER OF PERMANENT EMPLOYEES BY PAY PLAN
January 11, 1996

Agency	Number of Employees*	Number of Employees in Pay Plans**					
		State Wide 060	Liquor Store 061	Blue Collar 062	Teachers 063 & 064	Physicians 067	Exempt** 000
ADMINISTRATION	362	347	0	11	0	0	4
AGRICULTURE	93	91	0	0	0	0	2
BOARD OF PUBLIC EDUCATION	4	3	0	0	0	0	1
COMMERCE	307	295	0	0	0	0	12
COMMISSIONER OF HIGHER EDUCATION	77	57	0	0	0	0	20
COMMISSIONER OF POLITICAL PRACTICES	6	5	0	0	0	0	1
CORRECTIONS	239	238	0	0	0	0	1
MONTANA STATE PRISON	474	446	0	8	19	1	0
SWAN RIVER CORRECTIONAL CENTER	23	22	0	0	1	0	0
MONTANA YOUTH ALTERNATIVES	34	34	0	0	0	0	0
PINE HILLS SCHOOL	114	101	0	0	10	0	3
BOARD OF PARDONS	5	5	0	0	0	0	0
COUNCIL ON VOCATIONAL EDUCATION	3	3	0	0	0	0	0
ENVIRONMENTAL QUALITY	347	345	0	0	0	0	2
FISH WILDLIFE & PARKS	482	481	0	0	0	0	1
GOVERNOR'S OFFICE	45	27	0	0	0	0	18
JUSTICE	654	639	0	0	0	0	15
LABOR & INDUSTRY	625	617	0	0	0	0	8
LEGISLATIVE	120	0	0	0	0	0	120
LIVESTOCK	135	135	0	0	0	0	0
MILITARY AFFAIRS	92	91	0	0	0	0	1
MONTANA ARTS COUNCIL	10	10	0	0	0	0	0
MONTANA HISTORICAL SOCIETY	62	61	0	1	0	0	0
NATURAL RESOURCES & CONSERVATION	453	440	0	10	0	0	3
OFFICE OF PUBLIC INSTRUCTION	147	134	0	0	0	0	13
PUBLIC HEALTH & HUMAN SERVICES	1,609	1,606	0	0	0	0	3
MONTANA DEVELOPMENTAL CENTER	352	351	0	0	1	0	0
MT. MENTAL HEALTH NURSING CARE	144	144	0	0	0	0	0
EASTMONT TRAINING CENTER	123	123	0	0	0	0	0
MONTANA VETERANS HOME	112	112	0	0	0	0	0
MONTANA STATE HOSPITAL	526	488	0	26	4	8	0
PUBLIC SERVICE COMMISSION	35	28	0	0	0	0	7
REVENUE	620	609	3	7	0	0	1
SCHOOL FOR THE DEAF & BLIND	115	43	0	0	0	0	72
SECRETARY OF STATE	42	33	0	0	0	0	9
STATE AUDITOR	60	46	0	0	0	0	14
STATE FUND	241	0	0	0	0	0	241
STATE LIBRARY	40	40	0	0	0	0	0
SUPREME COURT	69	0	0	0	0	0	69
TRANSPORTATION	1,875	1,172	0	702	0	0	1
STATE TOTALS:	10,876	9,422	3	765	35	9	642

* Includes data from all state employees except University Systems employees, Vo-Techs employees, State Elected Officials and Legislators.

** MCA 2-18(1-3) provides for the various classification and pay plans for State employees.

***Contains employees who are exempt from any classification and pay plan.

REPORT: EEO-007

TABLE 13

STATE OF MONTANA
EMPLOYEES BY EEO CATEGORY
January 11, 1996

EEO Category	Employees*	Permanent**	Temporary***
ADMINISTRATORS & OFFICIALS	898	898	0
PROFESSIONALS	4,042	3,977	65
TECHNICIANS	2,390	2,319	71
PROTECTIVE SERVICES	709	706	3
PARA PROFESSIONAL	799	782	17
CLERICAL	1,038	995	43
SKILLED CRAFT	807	799	8
SERVICE & MAINTENANCE	431	400	31
STATE TOTALS:	11,114	10,876	238

REPORT: EEO-008

HISTORICALLY UNDERREPRESENTED GROUPS
FOR PERMANENT EMPLOYEES ONLY
January 11, 1996

EEO Category	Employees			
	Total	Female	Minorities	Disabled
ADMINISTRATORS & OFFICIALS	898	230	18	29
PROFESSIONALS	3,977	1,869	115	139
TECHNICIANS	2,319	1,527	82	60
PROTECTIVE SERVICES	706	80	29	14
PARA PROFESSIONAL	782	487	34	19
CLERICAL	995	880	27	25
SKILLED CRAFT	799	24	52	19
SERVICE & MAINTENANCE	400	147	14	9
STATE TOTALS:	10,876	5,244	371	314

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislators.

** Includes Full-Time and Part-Time Positions.

***Includes Temporary, Seasonal, and Intermittent Positions.

REPORT: EEO-010

TABLE 14

STATE OF MONTANA
STATEWIDE SUMMARY ON AGE
January 11, 1996

EMPLOYEE AGE BREAKDOWN

Age Group	Number of Employees*	Percent
19 & UNDER	20	0.18
20 - 24	281	2.52
25 - 29	817	7.35
30 - 34	1,285	11.56
35 - 39	1,832	16.48
40 - 44	2,262	20.35
45 - 49	2,179	19.61
50 - 54	1,247	11.22
55 - 59	790	7.10
60 - 64	305	2.74
65 - 69	56	0.50
70 - 74	10	0.09
75 - 79	4	0.03
80 & OVER	4	0.03
AGE NOT INPUT	22	0.19
STATE TOTALS:	11,114	100.00

REPORT: EEO-011

AVERAGE AGE OF EMPLOYEES BY EEO CATEGORY

Agency	Employees* Average Age	Permanent** Average Age	Temporary*** Average Age	Male* Average Age	Female* Average Age
ADMINISTRATORS & OFFICIALS	46	46	0	47	45
PROFESSIONALS	42	42	38	43	41
TECHNICIANS	41	42	36	41	42
PROTECTIVE SERVICES	39	39	27	39	38
PARA PROFESSIONAL	40	40	39	40	40
CLERICAL	42	42	40	41	42
SKILLED CRAFT	44	44	45	44	44
SERVICE & MAINTENANCE	43	44	34	43	44
STATE TOTALS	42	42	38	42	41

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislators.

** Includes Full-Time and Part-Time Positions.

*** Includes Temporary, Seasonal, and Intermittent Positions.

TABLE 15

STATE OF MONTANA
AVERAGE ANNUAL PAY OF MALE/FEMALE
EMPLOYEES BY EEO CATEGORY
January 11, 1996

STATEWIDE PAY PLAN 060

EEO Category	Total		Male		Female	
	Employees*	Average Pay	Employees*	Average Pay	Employees*	Average Pay
ADMINISTRATORS & OFFICIALS	788	40,578.77	590	41,554.35	198	37,671.74
PROFESSIONALS	3,680	28,880.39	1,981	29,931.14	1,699	27,655.26
TECHNICIANS	2,325	22,046.44	815	23,490.55	1,510	21,267.01
PROTECTIVE SERVICES	709	23,699.36	629	23,975.79	80	21,525.92
PARA PROFESSIONAL	734	18,280.42	297	18,979.68	437	17,805.23
CLERICAL	938	16,663.93	105	16,242.42	833	16,717.08
SKILLED CRAFT	107	26,625.75	95	26,929.65	12	24,219.87
SERVICE & MAINTENANCE	370	18,047.88	229	19,364.35	141	15,909.93
STATE TOTALS:	9,651	25,374.78	4,741	27,920.56	4,910	22,916.64

* Includes data from all state employees except University System employees, Vo-Tech employees, State Elected Officials, and Legislators.

TABLE 16

STATE OF MONTANA
AVERAGE ANNUAL PAY BY SEX
STATEWIDE PAY PLAN 060
PERMANENT EMPLOYEES ONLY
January 11, 1996

STATEWIDE PAY PLAN 060

	Total		Male		Female	
Grade	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
00	14	18,880.46	9	16,658.49	5	22,880.00
03	1	10,067.20	0	0.00	1	10,067.20
05	61	12,764.04	23	12,563.20	38	12,885.60
06	145	14,341.67	45	15,009.74	100	14,041.25
07	381	15,869.42	94	16,082.83	287	15,799.52
08	1,110	17,083.73	257	17,299.69	853	17,018.67
09	812	18,638.16	246	18,203.89	566	18,826.94
10	703	20,537.32	247	20,364.55	456	20,630.91
11	711	22,572.15	370	22,480.25	341	22,671.88
12	850	24,391.50	349	24,189.86	501	24,531.96
13	1,164	25,813.37	648	25,888.14	516	25,719.48
14	1,260	28,636.43	784	29,021.68	476	28,001.91
15	883	31,334.39	570	31,713.18	313	30,644.58
16	631	35,173.95	436	35,577.40	195	34,271.89
17	339	38,937.60	253	39,488.76	86	37,316.17
18	169	42,140.55	125	42,690.09	44	40,579.38
19	99	46,481.49	81	47,160.53	18	43,425.78
20	38	50,693.43	33	51,124.51	5	47,848.32
21	28	55,957.20	24	56,640.13	4	51,859.60
22	18	59,657.87	11	61,029.09	7	57,500.11
23	4	69,362.80	4	69,362.80	0	0.00
24	1	100,713.60	1	100,713.60	0	0.00
TOTALS:	9,422	25,510.01	4,610	28,134.47	4,812	22,995.73

TABLE 17

STATE OF MONTANA
AVERAGE ANNUAL PAY BY SEX
FOR PAY PLANS
PERMANENT EMPLOYEES ONLY
January 11, 1996

CLASSIFICATION EXEMPT PAY PLAN 000

	Total		Male		Female	
Grade	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
00	642	31,938.17	246	40,146.62	396	26,838.99
TOTALS:	642	31,938.17	246	40,146.62	396	26,838.99

LIQUOR STORE PAY PLAN 061

	Total		Male		Female	
Grade	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
04	1	20,924.80	1	20,924.80	0	0.00
07	1	24,273.60	1	24,273.60	0	0.00
08	1	26,624.00	1	26,624.00	0	0.00
TOTALS:	3	23,940.80	3	23,940.80	0	0

BLUE COLLAR PAY PLAN 062

	Total		Male		Female	
Grade	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
05	5	22,721.92	5	22,721.92	0	0.00
06	23	23,097.04	18	23,313.33	5	22,318.40
07	289	24,256.11	276	24,265.31	13	24,060.80
08	59	25,758.86	56	25,817.26	3	24,668.80
09	142	26,800.36	142	26,800.36	0	0.00
10	105	27,422.32	105	27,422.32	0	0.00
11	113	28,901.69	112	28,900.30	1	29,057.60
12	28	29,968.34	28	29,968.34	0	0.00
13	1	30,784.00	1	30,784.00	0	0.00
TOTALS:	765	26,137.80	743	26,201.84	22	23,974.84

TABLE 17

STATE OF MONTANA
AVERAGE ANNUAL PAY BY SEX
FOR PAY PLANS
PERMANENT EMPLOYEES ONLY
January 11, 1996

TEACHERS PAY PLAN 063 & 064

Grade	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
01	15	27,426.88	11	27,138.33	4	28,220.40
02	7	32,973.94	5	33,646.08	2	31,293.60
03	3	36,226.67	2	35,848.80	1	36,982.40
04	7	34,528.00	4	35,401.60	3	33,363.20
05	1	37,024.00	1	37,024.00	0	0.00
06	2	35,724.00	1	33,592.00	1	37,876.80
TOTALS:	35	31,459.11	24	31,278.00	11	31,856.15

PHYSICIANS PAY PLAN 067

Grade	Total		Male		Female	
	Employees	Average Pay	Employees	Average Pay	Employees	Average Pay
31	2	103,012.00	2	103,012.00	0	0.00
32	7	110,008.23	4	111,259.20	3	108,340.27
TOTALS:	9	108,453.51	6	108,510.13	3	108,340.27

TABLE 18

STATE OF MONTANA
APPLICATION RATES
BY EEO CATEGORY AND
SEX, RACE, AND DISABILITY STATUS
January 11, 1996

EEO Category	Labor Force Female*	Applicants By Sex, Race, and Disability Status					
		Male	Female	White	Minorities	Non-Disabled	Disabled
ADMINISTRATORS & OFFICIALS							
Number of Applicants		302	99	379	11	386	15
Application Rate	43.0%	75.3%	24.6%	94.5%	2.7%	96.2%	3.7%
PROFESSIONALS							
Number of Applicants		2,804	2,077	4,342	291	4,645	236
Application Rate	54.5%	57.4%	42.5%	88.9%	5.9%	95.1%	4.8%
TECHNICIANS							
Number of Applicants		778	1,506	2,082	134	2,198	87
Application Rate	51.4%	34.0%	65.9%	91.1%	5.8%	96.1%	3.8%
PROTECTIVE SERVICES							
Number of Applicants		912	213	988	95	1,100	26
Application Rate	14.4%	80.9%	18.9%	87.7%	8.4%	97.6%	2.3%
PARA PROFESSIONAL							
Number of Applicants		318	535	775	63	833	20
Application Rate	0.0%**	37.2%	62.7%	90.8%	7.3%	97.6%	2.3%
CLERICAL							
Number of Applicants		398	2,358	2,515	147	2,686	70
Application Rate	82.3%	14.4%	85.5%	91.2%	5.3%	97.4%	2.5%
SKILLED CRAFT							
Number of Applicants		114	17	123	2	129	2
Application Rate	6.8%	87.0%	12.9%	93.8%	1.5%	98.4%	1.5%
SERVICE & MAINTENANCE							
Number of Applicants		142	84	202	16	214	12
Application Rate	45.1%***	62.8%	37.1%	89.3%	7.0%	94.6%	5.3%
ALL CATEGORIES							
Number of Applicants		5,768	6,889	11,406	759	12,191	468
Application Rate	99.9%	45.5%	54.4%	90.1%	6.0%	96.3%	3.7%

* Montana labor force figures are based on 1990 Census of Population and Housing, Equal Employment Opportunity File, and represent the percentage of women in each EEO category.

** Montana labor forces figures for the Para Professional Category are not available separately. Occupations in this category are in Professionals and Technicians Categories.

***Montana labor force figures for Service and Maintenance Category comes from Service, Except Protective and Household, Operators, Fabricators, and Laborers occupations.

TABLE 19

STATE OF MONTANA
SELECTION RATES
BY EEO CATEGORY AND
SEX, RACE, AND DISABILITY STATUS
January 11, 1996

EEO Category	Applicants By Sex, Race and Disability Status					
	Male	Female	White	Minorities	Non-Disabled	Disabled
ADMINISTRATORS & OFFICIALS						
Number of Applicants	302	99	379	11	386	15
Number Hired	18	11	27	0	29	*****
Selection Rate	5.9%	11.1%	7.1%	0.0%	7.5%	0.0%
PROFESSIONALS						
Number of Applicants	2,804	2,077	4,342	291	4,645	236
Number Hired	181	142	289	12	314	*****
Selection Rate	6.4%	6.8%	6.6%	4.1%	6.7%	3.8%
TECHNICIANS						
Number of Applicants	778	1,506	2,082	134	2,198	87
Number Hired	33	146	157	13	176	*****
Selection Rate	4.2%	9.6%	7.5%	9.7%	8.0%	3.4%
PROTECTIVE SERVICES						
Number of Applicants	912	213	988	95	1,100	26
Number Hired	79	15	81	8	93	*****
Selection Rate	8.6%	7.0%	8.2%	8.4%	8.4%	3.8%
PARA PROFESSIONAL						
Number of Applicants	318	535	775	63	833	20
Number Hired	52	95	135	9	144	*****
Selection Rate	16.3%	17.7%	17.4%	14.2%	17.2%	15.0%
CLERICAL						
Number of Applicants	398	2,358	2,515	147	2,686	70
Number Hired	18	169	166	6	184	*****
Selection Rate	4.5%	7.1%	6.6%	4.0%	6.8%	4.2%
SKILLED CRAFT						
Number of Applicants	114	17	123	2	129	2
Number Hired	8	2	8	0	10	*****
Selection Rate	7.0%	11.7%	6.5%	0.0%	7.7%	0.0%
SERVICE & MAINTENANCE						
Number of Applicants	142	84	202	16	214	12
Number Hired	10	17	24	2	24	*****
Selection Rate	7.0%	20.2%	11.8%	12.5%	11.2%	25.0%
L CATEGORIES						
Number of Applicants	5,768	6,889	11,406	759	12,191	468
Number Hired	399	597	887	50	974	*****
Selection Rate	6.9%	8.6%	7.7%	6.5%	7.9%	4.7%

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